

Campus programs should use this form with current seniors. All eligible students who wish to be considered for the GEAR UP scholarship must read and acknowledge their understanding of the eligibility rules and responsibilities. GEAR UP staff must also sign to acknowledge that they have communicated this information to the student. All forms must be submitted by the APR deadline. This is not a guarantee of scholarship funding.

Students will not receive the scholarship if this form is not submitted to CHE.

Student Eligibility Rules

1. Students must have participated in one of the five programs in the NJ GEAR UP State Project in 7th grade and remain an active participant through 12th grade (as determined by the program directors) to be eligible for the NJ GEAR UP Scholarship.
2. Students must attend NJ, Title IV eligible, degree-granting institutions and be enrolled in an associate, bachelor's degree program. Students who enroll in an out-of-state institution at any time forfeit future eligibility for the NJ GEAR UP Scholarship.
3. First-year students must submit a completed request for high school transcript form with their scholarship form to receive funding. Returning students must submit an unofficial transcript.
4. The NJ GEAR UP Scholarship may be renewed for a maximum of 8 semesters for 4-year degree programs or 4 semesters for 2-year degree programs.
5. The NJ GEAR UP Scholarship is only available for fall and spring semesters. No summer payments will be made.
6. Part-time NJ GEAR UP funding is available to students only after an initial full-time payment has been awarded.
7. Students must file the Free Application for Federal Student Aid (FAFSA) in accordance with NJ FAFSA requirements to be considered for the NJ GEAR UP Scholarship. The deadline is June 1 for students who have received a Tuition Aid Grant (TAG) in the previous year. For all other applicants, the FAFSA deadline is October 1 for fall and spring terms or March 1 for spring term only.
8. Students must apply for the NJ GEAR UP Scholarship and enroll in an eligible institution no later than the second fall semester following high school graduation to remain eligible for the NJ GEAR UP Scholarship.
9. Students transferring from one NJ GEAR UP eligible institution to another NJ GEAR UP eligible institution remain eligible for the NJ GEAR UP funding.
10. NJ GEAR UP scholarships are contingent upon federal funding.
11. In order to maintain NJ GEAR UP scholarship eligibility after the initial year of enrollment, students must maintain Satisfactory Academic Progress in accordance with EOF standards at the institutions they attend.
12. Students who do not enroll for two consecutive semesters without requesting a leave of absence will permanently lose eligibility for the NJ GEAR UP scholarship.

Leave of Absence/Deferment - Students may request a one-time leave of absence for a maximum of two consecutive semesters for study abroad programs, documented medical reasons, and extreme family hardship. Requests for a leave of absence/deferment are handled on a case-by-case basis. The request must be submitted to CHE, in writing, prior to the period for which the leave of absence/deferment is required. Supporting documentation from the institution must be included.

13. Students must be United States citizens or eligible non-citizens and must be residents of the State of New Jersey pursuant to guidelines established by HESAA.
14. CHE will address other issues on a case-by-case basis. Student appeals regarding the loss of NJ GEAR UP funding for any reason shall be resolved by CHE.

Updated 12/22/09

See page 2 for student responsibilities and signatures

Student Responsibilities

- Confirm your eligibility with your GEAR UP program staff and verify your mailing address. The list of eligibility rules is listed on page 1.
- If you are eligible, a letter and scholarship form will be sent to the address on file in April of your senior year. Once you enter college, you will be sent a postcard and email reminder to download the form yourself and send it to CHE. Forms are available on the GEAR UP website (www.nj.gov/highereducation/gearup).
- Carefully read all mail and instructions provided. Complete the scholarship form only after you have made a final decision about the college where you will attend. *The form must be complete.*
- You are responsible for submitting the scholarship form each academic year that you attend college. Submit a complete form by **June 1** of each year for enrollment for the full academic year or fall only; November 1 for spring semester only. If you complete a form for the fall semester, you do not have to resubmit for the spring.
- Late forms will result in forfeiture of the scholarship for that semester. Do not wait for your term bill or award letter - GEAR UP will not be listed.
- If you submitted your original form on time and decide to attend a college other than the one listed on your original form, you must submit an update by September 1. All late forms will be held for the spring semester.
- Graduating seniors must submit the transcript request form.
- You must file the FAFSA each year on time or you WILL NOT receive funding.
- Your first semester must be full-time.
- Once you are 18 years old, there is limited information that can be discussed with parents and GEAR UP staff due to FERPA (Family Educational Rights Privacy Act). You must deal with financial issues yourself.

The requirements for the scholarship have been explained to me and I understand the rules and requirements as listed above. I understand that for each year that I attend college, I must submit the scholarship form by the deadline listed above and meet all other requirements as stated on page 1.

Student Name (print)	Signature	Date
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Parent/Guardian Name (print)	Signature	Date
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I acknowledge that this student is eligible based on participation in the GEAR UP program. This student's participation is accurately recorded in the database and student file and his/her name appears on my scholarship-eligible student report. I have explained the eligibility rules and requirements as listed above.

GEAR UP Director or Counselor Name (print)	Signature	Date
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Once completed, the original copy of this form should be maintained with the student's file. Send a copy of the signature side to Marilyn Coleman at the Commission on Higher Education. Fax: (609) 292-7225 or mail a copy to Commission on Higher Education PO Box 542 Trenton, NJ 08625.